

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### ROOFER

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Roofer is a stand-alone classification in the Trades series. Incumbents are responsible for performing specialized work installing, maintaining, and repairing roofing and weatherproofing on various buildings and facilities. Depending on area of assignment, an incumbent may serve as lead worker to a crew of helpers.

The Roofer is distinguished from other classifications by its responsibility for performing skilled roofing and weatherproofing activities on applicable structures.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

|    |  |                   |
|----|--|-------------------|
| 1. | May serve as a lead worker to other employees including prioritizing and assigning work; determining completion of work, providing input on performance evaluations; and training staff on work methods. | Varies<br>0 – 10% |
| 2. | Implements roofing and weatherproofing preventative maintenance on a scheduled basis.  | Weekly<br>25%     |
| 3. | Estimates material, supply, equipment, and labor requirements for applicable projects.   | Weekly<br>10%     |
| 4. | Participates in preparing and maintaining records related to operational activities and roof conditions.   | Weekly<br>5%      |
| 5. | Inspects roofs and weatherproofing on buildings and facilities to determine the need for repair and/or replacement.  | Monthly<br>20%    |
| 6. | Applies roofing and weatherproofing materials and sealants.  | Monthly<br>20%    |
| 7. | Installs, repairs, and/or replaces outlet boxes, gutters, downspouts, conductor heads, and flashings.  | Monthly<br>5%     |
| 8. | May assist in performing general building maintenance work on a variety of building equipment, electrical fixtures, plumbing, and/or other related items.  | Varies<br>0 – 5%  |
| 9. | Performs other duties of a similar nature or level.  | As<br>Required    |

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#### **Training and Experience** (positions in this class typically require):

- High School Diploma, or GED, and three years of journey level experience in the installation, maintenance, and repair of various types of roofs is required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License
- Commercial Class B License

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Hazardous material reactions;
- Roofing and weatherproofing practices and procedures;
- General building maintenance principles, practices and codes;
- Building and construction trades, methods, principles, practices and techniques;
- Operating arial lifts and booms;
- Environmental and safe work practices.

#### **Skills** (position requirements at entry):

Skill in:

- Prioritizing and assigning work
- Training employees in proper work methods
- Estimating time, materials, tools, and equipment requirements for jobs
- Preparing, analyzing, and maintaining operational records
- Using computers and applicable software applications
- Preparing, analyzing, and maintaining operational records
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Overseeing and acting as a liaison between City of Fresno and outside roofing consultants
- Repairing and replacing roofing and weatherproofing
- Safely operating and maintaining applicable tools and equipment
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, and crouching.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, and intense noises.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008